



King County

**ANIMAL CONTROL OFFICER
DEPARTMENT OF EXECUTIVE SERVICES
RECORDS, ELECTIONS & LICENSING SERVICES DIVISION
ANIMAL SERVICES AND PROGRAMS SECTION
Hourly Rate Range: \$16.54 – \$20.97
Job Announcement: 04RR4546
OPEN: 8/25/04 CLOSE: 9/08/04**

WHO MAY APPLY: This position is open to all interested and qualified applicants including the general public and all persons currently on the King County payroll including career service employees, regular exempt employees, probationary employees, Term Limited Temporary employees and True Temporary employees.

WHERE TO APPLY: Required forms and materials **must** be sent to: **King County Human Resources Division, 500 4th Ave, Room 450, Seattle, WA 98104.** Application materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Walt Washington, Manager, Animal Services and Programs, at (206) 205-6306 for further inquiries.

PLEASE NOTE: Applications not received at the location specified above may not be processed.

FORMS AND MATERIALS REQUIRED: A [King County application form](#), resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required. The most qualified candidates will be administered a technical skills tests on a computer and other job-related test exercises.

WORK LOCATIONS: Work locations are the King County Animal Shelter, 21615 – 64th Ave. S., Kent WA 98032 and Eastside Pet Adoption Center, 821 – 164th Ave. N.E., Bellevue, WA 98008. Animal Control Officers assigned to the field work out of their vehicles within assigned district territories.

WORK SCHEDULE: This position is covered by the provisions of the Fair Labor Standards Act and is overtime eligible. This position works a 40-hour workweek, typically 9:30 a.m. to 6:30 p.m., Tuesday through Saturday, or other schedule as assigned. Animal Control Officers may be assigned to work a four-on/four-off schedule of eleven hours per day.

PRIMARY JOB DUTIES INCLUDE:

Practice good customer service skills and work effectively and cooperatively with customers, volunteers, and team members; educate and counsel customers and the public regarding animal laws, policies, animal care and behavior, and responsible pet ownership; vaccinate dogs and cats upon arrival into the shelter; issue pet licenses; handle cash transactions and receipting processes; enter and/or retrieve data from various computer programs. When assigned to a shelter: staff the customer service counter; provide care for shelter animals by cleaning/disinfecting kennel runs, cages and other areas of the shelter and providing food and water to animals; medicate sick or injured animals as prescribed by veterinary staff; euthanize animals; screen and counsel potential pet adopters to ensure adopted animals receive healthy, appropriate, and humane long-term care; assist

the public with animal intake and redemption; assist volunteers; conduct educational activities; provide tours of the shelter. When assigned to the field, respond to service requests; investigate complaints; enforce animal control ordinances; write reports and maintain logs; and mediate and resolve conflicts.

REQUIRED QUALIFICATIONS:

- High school diploma or equivalent and two years of experience working directly with the public.
- Demonstrated effective customer service skills including effective listening, problem-solving, and verbal skills and ability to deal courteously, professionally and tactfully with the public.
- Ability to prepare informative narrative reports documenting investigative actions, incidents, etc
- Demonstrated ability to develop and maintain effective working relationships with others.
- Demonstrated ability to effectively work with diverse populations and a wide variety of people/agencies internal and external to the County, including volunteers.
- Demonstrated ability to perform duties and maintain composure under difficult and stressful situations, including interactions with uncooperative or hostile persons.
- Demonstrated ability to handle animals in a humane manner under a variety of shelter/field situations.
- Willingness to vaccinate and euthanize animals as directed.
- Knowledge of the proper methods for the care and feeding of animals.
- Ability to perform moderate to difficult strenuous manual tasks including lifting animals. Sixty pound lifting requirement.
- Demonstrated ability to use a computer, including use of Windows-based software.
- Ability to handle cash, accurately account for monies, licenses and items subject to inventory, and correctly perform data entry and mathematical calculations.

DESIRED QUALIFICATIONS:

Two (2) years of experience in the care and treatment of animals, at least one of which was in assisting a licensed veterinarian in the treatment of animals. This could include experience working in a kennel or an animal care agency. Successful completion of a recognized course in Veterinary Technology may be substituted for experience assisting a veterinarian.

NECESSARY SPECIAL REQUIREMENTS:

1. Valid Washington State Driver's License with no moving violations within the past three years.
2. Willingness to work mandatory overtime. Some positions require availability to be on call at all hours.
3. Applicants will be asked to pass a physical examination before hire.
4. The selected candidate must pass a thorough background investigation.

UNION MEMBERSHIP: This position is represented by the Animal Control Officers Guild (membership required within 30 days).

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